

**MANAGEMENT CONTROL EVALUATION CERTIFICATION
STATEMENT**

For use of this form, see AR 11-2; the proponent agency is ASA(FM).

1. REGULATION NUMBER
AR 215-1

2. DATE OF REGULATION
24 Oct 2006

3. ASSESSABLE UNIT

Directorate of Morale, Welfare, and Recreation

4. FUNCTION

Old Point Comfort Marina, Slip Lease Management

5. METHOD OF EVALUATION (*Check one*)

X a. CHECKLIST

b. ALTERNATIVE METHOD (*Indicate method*)

APPENDIX (*Enter appropriate letter*)

6. EVALUATION CONDUCTED BY

a. NAME (Last, First, MI)

Grogan, Theresa J.

b. DATE OF EVALUATION

6 Dec 2006

7. REMARKS (Continue on reverse or use additional sheets of plain paper)

Key management controls were tested by direct observation, file/documentation review, and sampling.

No material weaknesses were found during this evaluation period.

8.

CERTIFICATION

I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (*if any*) are described above or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.

a. ASSESSABLE UNIT MANAGER

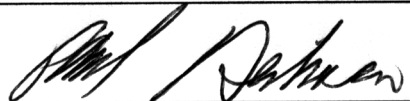
(1) Typed Name and Title

Paul A. Heilman

Director of Morale, Welfare, and Recreation

b. DATE CERTIFIED

(2) Signature



19 Dec 06



Internal Controls Checklist

Slip Lease Management


Activity: Marina

Page 1 of 1

QUESTION	YES	NO	NA	REMARKS
Has the slip lease format been coordinated through the PJA for legal sufficiency?	X			March, 2004 approved by Mr. Harry Gruchala, Post JAG
Is it true that no boat is allowed to use a slip without annual, monthly, or transient billing arrangements implemented?	X			Slip fee are paid by the following methods: <ul style="list-style-type: none"> • First USA Credit Card if you have annual lease; OR pay year in full • Monthly Lease/Transients: Credit card of choice, cash or check
Is it true that slip lease documentation is maintained on all occupied slips showing – Proof of renter's eligibility to use the facility (picture ID)? Proof of vessel ownership? Proof of required insurance? A current, signed lease agreement?	X			Biannual Internal audits are conducted : Steps include the following: <ul style="list-style-type: none"> • Dock audit to ensure correct vessel is in correct slip, and to ensure vessel lengths are compatible with slip they are in. • Slip file audit to ensure current slip holders files are complete and current. • Automated Slip Management System audit to ensure automated files match hard copy slip holder files
Are boats assigned to slips of compatible size?	X			Policy Revision approved by PJA 7-6-06: "A vessel will not be berthed in a slip incompatible with the size of the vessel. The determination whether slip size is incompatible with boat size will be made by OPCM Management" Actions will be handled on case by case basis. Use of this option may be restricted again once occupancy is maximized or as we approach Spring/Summer season 2007 in anticipation of new slip holder interest.
Does paperwork correspond with slip assignment and visa-versa?	X			
Are all staff members trained and aware of eligibility requirements?	X			Eligibility requirements printed in OPCM Brochure, AR 215-1, and in local SOPs.

I have reviewed this checklist. The controls prescribed are in place and operational except as noted in the remarks.


 Activity Manager Signature Date 12-6-06

 18 Dec 06
 Reviewing Supervisor Date